

**APPLICATION COVER SHEET**

Project Title for this grant \_\_\_\_\_  
(No more than 10 words)

TOTAL GRANT AMOUNT REQUESTED: \_\_\_\_\_

Applicant Information: \_\_\_\_\_  
(Legal Name of Applicant's agency / organization)

\_\_\_\_\_  
(Mailing Address of Applicant's Headquarters) (Post Office Box)

\_\_\_\_\_  
(City) (State) (Zip+Four)

\_\_\_\_\_  
County Executive Council District

\_\_\_\_\_  
State Representative District Number State Senator District Number

Project Director of Record: \_\_\_\_\_  
(Project Director Name) (Professional Title)

\_\_\_\_\_  
(Project Director Phone Number) (Project Director Work Address)

\_\_\_\_\_  
(Project Director FAX Number) (City) (Zip+Four)

\_\_\_\_\_  
(Project Director E-mail Address)

Name of person who prepared this application: \_\_\_\_\_  
(Name – typed or printed) (Title)

Signature: \_\_\_\_\_  
(Preparer's Signature) (Date)

Name of authorizing official for agency / organization: \_\_\_\_\_  
(Name – typed or printed) (Title)

Signature: \_\_\_\_\_  
(Authorized Signature) (Date)

**APPLICATION NARRATIVE**

Grants will be awarded at a maximum amount of \$10,000. Consider the number of points for each question and the budget, as the application is prepared. The total number of possible points is 100.

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**Respond to each question below on a separate sheet(s).**  
**Include the Narrative Question before providing the narrative response.**  
**Number the pages submitted.**  
**Include the applicant name and project title on each page submitted.**

Applicant Name  
Project Title for this grant

1. Summarize the proposed project.  
Succinctly state the support you are seeking and the activities you will undertake. What is the scope and content of the material to be preserved? Describe the historic and cultural significance of the materials to the state of New Hampshire. What is the provenance of the materials? Provide a timeline for grant activities. If the applicant does not own the material(s), attach a letter explaining the relationship between the applicant and the public entity that owns the material(s). *(Use no more than one "typed" page. This question is worth a possible 35 points.)*
2. Describe the current condition of the materials and explain the imminent threat.  
Clearly state the nature, the extent and the level of severity of the threat, danger or damage to the materials. Explain why there needs to be access to the materials. What is the barrier to service or to a service need? *(Use no more than one "typed" page. This question is worth a possible 25 points.)*
3. Explain how this project addresses the threat to the materials.  
Describe the proposed preservation work, key personnel involved, and their qualifications. How will the project significantly reduce or eliminate the threat? Explain how your organization will ensure continued maintenance of the historic materials. Describe how the project will have a public benefit. How will the preservation outcome result in increased public access to the materials? *(Use no more than one "typed" page. This question is worth a possible 30 points.)*
4. **Budget**  
Use the attached budget sheet to outline your financial plan, be sure to include all pertinent supporting documentation.  
*(Use no more than one typed page explaining each budget category. This question is worth a possible 10 points)*

**SUPPORTING DOCUMENTATION**  
**See Section V. of instructions for further detail**

1. A minimum of four (4) 4" x 6" or larger black-and-white or color photographs
2. **If the applicant does not own the materials**, a letter explaining the authority under which the applicant will undertake the proposed preservation work on the materials.
3. An attestation to the evidence of provenance and public ownership of the materials.
4. Historical Societies must submit a letter from their town selectmen stating that the preserved materials will remain public documents and not be sold.

**BUDGET SHEET***(Worth a possible 10 points)*

Project Title for this grant \_\_\_\_\_

TOTAL GRANT AMOUNT REQUESTED: \_\_\_\_\_

**POINTS TO ADDRESS** *(Use the budget sheet provided. The budget is worth a possible 10 points)*

- Include proposed costs to be funded with grant monies.
- Round costs up to the nearest dollar.

<b>BUDGET CATEGORY</b>	<b>EXPLANATION</b> <i>(Use no more than one "typed" page to explain <b>each</b> budget category of your project.)</i>	<b>AMOUNT</b> <i>(in dollars only)</i>
Preservation treatment(s)	<i>Attach a non-biding price quote for the work to be performed that outlines the condition of the materials and the recommended treatment.</i>	\$ _____
Consultant Fees	<i>Attach a resume and a fee schedule for services to be used.</i>	\$ _____
Personnel	<i>This category includes any employee costs for processing and/or creating finding aids..</i>	\$ _____
Travel	<i>*The mileage allowance for travel is \$0.375 per mile.</i> <i>*Meals allowance is:</i> Breakfast    \$ 5.00 Lunch        \$ 8.00 Dinner      \$15.00	\$ _____
Archival Supplies	<i>Briefly justify the quantity and quality of archival supplies. <b>Do not include</b> brand names or any other documentation, such as advertisements, catalog pages and/or vendor sheets.</i>	\$ _____
Other	<i>Please explain.</i>	\$ _____
	<b>TOTAL GRANT AMOUNT REQUESTED</b>	\$ _____